

8 OCT 1969

DD/S
FILE

*Special File
Security*

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Missing T-KH Documents

1. Attached hereto is a summary report of the Office of Security efforts to locate 18 missing T-KH documents. I had reported the fact of these missing documents on 27 August 1969. Security has accounted for 9 of the 18; however, 9 still remain unaccounted for. A rather thorough search has been conducted and a further search would appear to be unproductive.

2. I propose to close out further efforts to locate these documents unless you have some thoughts to the contrary. Please note that OCI Registry handles approximately 13 million documents a year and this gives some idea of the magnitude of the task of further investigating this matter.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Att: Memo dtd 2 Oct 69 to DD/S
fr D/S, re same subject

DD/S:RLB:es (8 Oct 69)

Distribution:

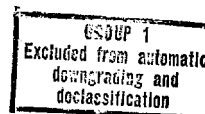
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2 OCT 1969

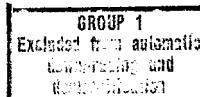
MEMORANDUM FOR : Deputy Director for Support

SUBJECT : Missing T/K Documents

REFERENCE : (A) TS-189316-69, 17 September 1969
(Progress Report on Missing
T/K Documents)
(B) DDI Memorandum, 2805-69
1 October 1969 (Attached)

1. This memorandum is for your information.
2. As previously reflected in Reference A, nine of the missing documents were located and a DD/I memorandum was circulated requiring a log and file search for the remaining nine missing documents. All components have responded with negative results as shown in the attached memorandum from the Acting DD/I. In addition, the Office of Security has conducted an exhaustive search of Agency components where it was felt the nine remaining missing documents could possibly be found. The search produced negative results. It is interesting to note that the OCI Registry alone in the restricted area, according to OCI, handles approximately thirteen million documents a year.
3. It is the opinion of this Office that the missing documents were either inadvertently destroyed without proper logging as indicated in Reference B, or that these documents still may be in the possession of one of the Agency components. These conclusions are made since there is no record of the remaining nine missing documents being forwarded outside of the restricted area or of their being burned.

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4. In view of the above it is felt that a proper search for the missing documents has been accomplished and that further searches would not be productive.

5. I agreed with the Acting Deputy Director, DDI, as stated in the attached memorandum, that assignment of a full time security officer in the DDI would be beneficial in preventing a recurrence of this kind.

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for

Howard J. Osborn
Director of Security

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1 OCT 1969

MEMORANDUM FOR: Director of Security

SUBJECT : Missing T-KH Documents

REFERENCE : Memo to the Deputy Director for Support, dated 26 August 1969, from Director of Security, Same Subject

1. I was informed of the Central Reference Service's inability to account for the 18 documents at approximately the same time you were on 26 August. Before the end of that day, we had accounted for nine of them; despite the most intensive efforts since then, we have been unable to account for the rest.

2. At my request, you assigned a full time security officer to this case. Separately and jointly, he and the DDI officers concerned have interrogated the personnel who might have handled the documents and have examined the offices to which they might have been directed or misdirected. We prepared and disseminated to all the offices likely to have received the documents a questionnaire requesting a special search; all these questionnaires have been returned, certifying that a search was conducted with negative results. In the four offices directly concerned - CRS/DPSD, OCI Registry, FMSAC and NPIC - files and logs have been examined and re-examined, leading to the conclusion that the documents are not now in any of those offices.

3. It is the view of the DDI officers charged with the investigation - in which your investigating officers concur - that the documents still unaccounted for were probably destroyed without a proper destruction

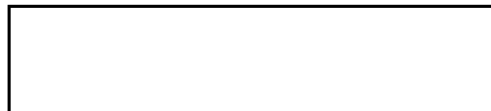
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record having been made. Most of the documents are dated 1968 and might be expected to be destroyed in any file-clearing operation.

4. You and I have already agreed that an experienced security man should be assigned to this Directorate as the full-time DDI Security Officer. One of this officer's first tasks should be to examine the handling and account of controlled documents within the DDI and the other Agency components it serves; hopefully he can suggest changes which will prevent a recurrence of this kind of incident. The availability of an experienced, full-time security officer responsive to the needs of the DDI should prove beneficial in terms of day-to-day monitoring of security practices and early attention to incipient or actual security problems.

5. Unless you think additional action is necessary, I believe we have done all we reasonably can in this case and should now devote our attention to the prevention of future incidents.



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EDWARD W. PROCTOR
Acting Deputy Director for Intelligence

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TS-189316-69

Copy 2 of 2

17 SEP 1969

MEMORANDUM FOR: Deputy Director for Support

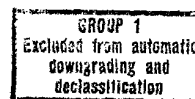
SUBJECT : Progress Report on Missing
T/KH Documents

REFERENCE : Memorandum from D/Sec. to
DD/S, dated 26 August 1969,
subject: Missing T/KH
Documents, DDI

1. This memorandum is for your information.

2. The reference memorandum reported eighteen (18) T/KH documents missing after being receipted for in the Office of Current Intelligence (OCI) Registry on 3 July 1969. On 26 August 1969 a representative of this Office was assigned to investigate the loss of the documents and attempt to locate them. To date, nine (9) of the documents have been located or accounted for. These documents were found in the Central Reference Service (CRS), Document and Pictorial Services Division (DPSD) File Room, or appropriately charged out to one of their customers. A search of the files and logs in DPSD failed to disclose the whereabouts of the remaining nine (9) documents. In addition, a check of the Registry and Inter-Agency Services Unit (IAS) Library logs at National Photographic Interpretation Center (NPIC) in an effort to determine whether the documents were returned proved negative. The NPIC logs indicated the documents were properly logged out by TCS number, copy number, the recipient name, date delivered, and pouch number. NPIC

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TS-189316-69

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Registry has in its possession the document receipt signed by [redacted] OCI Registry, on 3 July 1969. Defense Intelligence Agency (DIA) was also contacted to determine whether the one DIA document had been returned. DIA logs indicated the document was receipted for at CIA and was still charged to the Agency.

3. Since all document receipts indicate the material was received in OCI Registry and that half of the material was delivered to CRS/DPSD, the missing nine (9) documents could have been misrouted or inadvertently mingled with another component's material, delivered to them, and filed in a safe or on a shelf, where they may remain at this time.

4. The attached DDI memorandum dated 11 September 1969 was circulated to possible recipient offices, listing the remaining documents that are unaccounted for. Such offices were requested to check their logs and make an item-by-item search of appropriate file and mail areas for the documents. A deadline of 19 September was established by the Office of the DDI for response to the TCO/DDI.

5. The results of the above check will be evaluated and a further report will be submitted to you.

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[redacted]
Howard J. Osborn
Director of Security

Attachment:

TCS-867670-69, cy 19 & 20

Distribution:

Orig & 1 - DD/S w/attach

This paper is classified SECRET
when attachments are removed.

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Mr. Bannerman -

I don't have much history on missing documents but I hate to reach this conclusion. I don't know if there is any point to going beyond the "offices likely to have received the documents" in the search.

In your 27 Aug memo you told us a further paper would follow. We didn't send the 17 Sept OS paper because it indicated further info would be available shortly thereafter - finally dated 2 Oct, attached. We will set up

memo to Ex Dir. If you
want to stop at this point
in the investigation. Do
you want to extract from
the 17 Sept. & 2 Oct. Security
papers or send them to
Ed Proctor's forward under
a cover note from you?



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TCS No. 867670

Cy #19 of 21

11 September 1969

MEMORANDUM FOR: Special Security Center/OS

ATTENTION : TALENT Control Officer

SUBJECT : Accounting for TKH Documents

1. TKH documents requested by an Agency analyst and ordered from NPIC and DIA by Central Reference Service personnel have been reported missing. Signed receipts indicate that the NPIC documents were received in the OCI Registry on 3 July and the DIA documents were received on 6 August. Additional evidence indicates that at least portions of both orders reached the appropriate service personnel in CRS and were forwarded to the requester. The documents which are still unaccounted for are listed in Attachment No. 1.

2. All components which handle TCS mail are requested to review their TCS logs and make an item-by-item search of appropriate file and mail areas for the documents. The documents have almost certainly been disseminated to one or more DDI or DDS&T components within the Special Center. A diligent search of logs and files, particularly of destruction logs, by all components should account for those still unrecorded. Special attention should be directed to the receipt of orders from the CRS/Document Services Branch since 3 July 1969.

3. Each component is requested to indicate on the form supplied (Attachment No. 2) that the required search has been completed and should, in addition, complete the entry regarding the maintenance of TCS logs.

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TCS No. 867670

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4. Office TCOs are requested to assure prompt compliance with this memorandum. Responses should be returned to [redacted] TCO/DDI, 7G00, not later than 19 September.

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[redacted]
Chief
Executive Staff/DDI

Attachments:

- No. 1 - Documents Unaccounted For
- No. 2 - Form Letter

Distribution:

- Cy #1 - D/OCI
- Cy #2 - D/OSR
- Cy #3 - D/OER
- Cy #4 - D/OBGI
- Cy #5 - D/CRS
- Cy #6 - C/IRS
- Cy #7 - D/IAS
- Cy #8 - D/NPIC
- Cy #9 - C/SRS
- Cy #10 - C/COMIREX
- Cy #11 thru 16 - DD/S&T
- Cy #17 - DDI Security File
- Cy #18 - DDI TCO Chrono
- Cy #19 thru 21 - SSC/OS ✓

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Next 3 Page(s) In Document Exempt

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TKH 867665-69
Copy 3 of 3 copies

MEMORANDUM FOR: Executive Director-Comptroller

27 AUG 1969

SUBJECT : Missing T/KH Documents

1. There is attached a report from the Office of Security dated 26 August reporting the preliminary facts on some missing T/KH documents. Also contained in the report in paragraph 5 is a reference to one missing DIA document which is a separate problem from the T/KH documents.

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2. The Office of Security working with DD/I offices is conducting a full-scale investigation to locate the missing documents. Additional preliminary information indicates that [redacted] the OCI Registry, is a focal point for obtaining documents on behalf of OCI requesters. In this instance the double envelope containing the T/KH NPIC documents did not have her name marked on the outside of the envelope and accordingly the package went to the Special Center, OCI. Had her name been on the envelope as is normally the case the package would have gone directly to her. It is at this point that it cannot be determined where the documents were sent. Apparently about 14 August [redacted] noticed that her request to NPIC for documents had not been filled and she telephoned and found that they had been forwarded on the 3rd of July. She reported the missing documents to the Chief of the [redacted] Acquisition and Documents Division, CRS but unfortunately the person to whom this report was made went on leave that same afternoon and the report was not immediately acted upon. It was brought to the attention of Security on 26 August and the investigation immediately thereafter was initiated. It is reported that all the missing NPIC documents pertain to [redacted]

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3. While the fact of the documents being missing is serious and is being investigated the OCI Registry and CRS have a vast flow of documents in and out at all times. It was estimated that at least 13 million documents per year pass through these two areas. Additional information will be reported as the investigation develops.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

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We got the attached at the end of the day by

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hand of [] I did nothing but read.

Ed Proctor called as I was finished perusing the paper and talked to me in your absence. He asked whether you would likely raise this at the morning meeting. I told him I didn't know but guessed that you would not but would instead inform Col White - Proctor hopes you don't feel you must raise at the table in the morning.

Proctor makes one additional point not covered in the OS memo - he has so told Oz - and that is that the documents are probably in the center but misplaced. Documents coming into the "center", the whole multi-floor restricted area, are logged as they enter and as they leave. They are not logged as they pass from hand to hand within that area.

jwc

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Executive Registry

69-4983

8 OCT 1969


MEMORANDUM FOR: Executive Director-Comptroller

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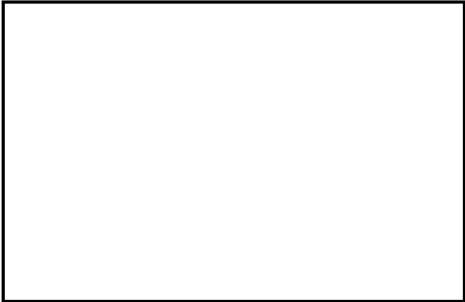
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R. L. Bannerman
Deputy Director
for Support

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Att: Memo dtd 2 Oct 69 to DD/S
fr D/S, re same subject

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GROUP 1
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2 OCT 1969

MEMORANDUM FOR : Deputy Director for Support

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[Redacted Signature]

Howard J. Osborn

fu Director of Security

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1 OCT 1969

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EDWARD W. PROCTOR
Acting Deputy Director for Intelligence

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